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3 September 1953

MEMORANDUM FOR: Chief, Support Staff  
SUBJECT : Weekly Activity Report

A. PROGRESS REPORT - OLD PROJECTS

1. [REDACTED]

b. Another team of five Logistics Office and DDP personnel was processed [REDACTED] on 2 September 1953 for three days of orientation and instruction in Logistics matters. This is another phase in the process of converting supply procedures [REDACTED] to conform to the new regulations.

c. The reclassification of the Telephone Operator positions will be forthcoming from [REDACTED] of the Classification and Wage Division within the next week. At this stage approval seems likely at the grades requested.

2. [REDACTED]

a. In order to effect good security [REDACTED] a meeting is being held with [REDACTED] concerning the details [REDACTED]

25 YEAR RE-REVIEW

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B. ITEMS OF CURRENT INTEREST ~~CONFIDENTIAL~~

1. Budget. "Budget Analysis and Allotment Requests" for all OTR funds are being prepared by BFO/OTR and will be submitted to the Comptroller's Office for approval and authorization. These will include OTR operational funds for September and the balance of FY1954.

3. External Training Program. Budgetary restrictions for FY54 has resulted in a 19.1% reduction in the funds available for the External Training Program. To extend this reduction equitably to all Agency Offices the BFO/OTR and staff members of the OTR(G), P&P Staff along with the Programs Division have developed a Monthly Comparison Statement, covering amount of funds and numbers of trainees, will be issued by the Programs Division indicating approved obligations by individual Office as against the requirements originally submitted by each Agency Office.

C. NEW PROJECTS DURING WEEK - None

D. ITEMS OF ADMINISTRATIVE INTEREST

1. The OTR Career Service Board has approved of a change in the format and regulation for submission of promotion requests. This office will implement the new format and regulation within the coming week.

2. The Personnel Section has received a T/O Change Authorization Notice from the Classification and Wage Division authorizing the Office of Training to set up the 40 Career Development positions on its Table of Authorization.

3. Vouchered and unvouchered leave balances for OTR personnel have been received from the Payroll Branch and are being distributed to all personnel concerned.

5. Forecasts of OTR's material requirements (administrative and operational supplies and equipment) for the period 1 January 1954 to 31 December 1955 are being prepared for submission to the Logistics Office on or before 1 October 1953.

Administrative Officer, OTR

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Attachment to Original Copy:

1.  Report

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